



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

211-2

REPLY TO  
ATTENTION OF

December 15, 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Personnel Regionalization Guidance Memorandum  
98-23

This memorandum provides guidance concerning roles and responsibilities of the Regionalization Project Management Office (RPMO). This memorandum supersedes Guidance Memorandum 96-2, dated July 17, 1996.

We have almost completed implementation of the Army civilian personnel regionalization initiative. I have therefore recognized the need to change the direction and emphasis of RPMO as a permanent staff element under the Deputy Assistant Secretary (Civilian Personnel Policy) (DASA(CPP)). In this capacity, RPMO speaks for the DASA (CPP), as appropriate.

The enclosure outlines the roles and responsibilities of RPMO. If there are any questions, please contact Sarah Graham, DSN 225-3915, commercial (703) 695-3915, email [grahas@hqda.army.mil](mailto:grahas@hqda.army.mil).

I appreciate your continued support of Regionalization and Modernization of Department of the Army's Civilian Personnel services.

Carol Ashby Smith  
Deputy Assistant Secretary  
(Civilian Personnel Policy)

Enclosure

DISTRIBUTION:  
COMMANDER

U. S. ARMY EUROPE AND SEVENTH ARMY  
EIGHTH U. S. ARMY  
U. S. ARMY PACIFIC  
U. S. ARMY FORCES COMMAND  
U. S. ARMY MATERIEL COMMAND  
U. S. ARMY TRAINING AND DOCTRINE COMMAND

DISTRIBUTION: (cont'd)

U. S. ARMY CORPS OF ENGINEERS  
U. S. ARMY CRIMINAL INVESTIGATION COMMAND  
U. S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND  
U. S. ARMY MEDICAL COMMAND  
U. S. ARMY INTELLIGENCE AND SECURITY COMMAND  
U. S. ARMY MILITARY DISTRICT OF WASHINGTON  
U. S. ARMY SOUTH  
U. S. ARMY SPECIAL OPERATIONS COMMAND  
U. S. ARMY RESERVE PERSONNEL COMMAND  
U. S. ARMY MILITARY ENTRANCE PROCESSING COMMAND  
U. S. ARMY RESERVE COMMAND  
U. S. ARMY RECRUITING COMMAND  
SUPERINTENDENT, U.S. MILITARY ACADEMY  
INTELLIGENCE PERSONNEL MANAGEMENT OFFICE  
ARMY AUDIT AGENCY  
ARMY MANAGEMENT STAFF COLLEGE  
CIVILIAN PERSONNEL OPERATIONS CENTER MANAGEMENT AGENCY  
PROGRAM EXECUTIVE OFFICE, STANDARD ARMY MANAGEMENT  
INFORMATION SYSTEMS  
PROGRAM MANAGER, SUSTAINING BASE AUTOMATION  
SFCP-PL  
SFCP-CP  
SFCP-PS  
SAMR-CPP  
SAMR-SES  
SFCP-EA  
SFCP-NF  
SFCP- RO  
CP-10 PROPONENT SUPPORT  
OFFICE OF THE GENERAL COUNSEL  
OFFICE OF THE STAFF JUDGE ADVOCATE GENERAL  
OFFICE OF THE INSPECTOR GENERAL

CF:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY  
PERSONNEL AND EMPLOYMENT SERVICES-WASHINGTON  
HQDA (SAMR-SFEOA)  
HQDA (SAFM-ZA)

CF: (cont'd)

HQDA (NGB-ZA)

HQDA (DAPE-ZA)

HQDA (DAAR-ZA)

HQDA (DAJA-LE)

HQDA (DASG-PTZ-C)

HQDA (DACH-PEZ-A)

HQDA (DASD-ZA)

HQDA (SALL)

CIVILIAN PERSONNEL OPERATIONS CENTER, SOUTHEAST

CIVILIAN PERSONNEL OPERATIONS CENTER, ARMY NATIONAL  
CAPITAL REGION

CIVILIAN PERSONNEL OPERATIONS CENTER, NORTHEAST

CIVILIAN PERSONNEL OPERATIONS CENTER, NORTH CENTRAL

CIVILIAN PERSONNEL OPERATIONS CENTER, SOUTH CENTRAL

CIVILIAN PERSONNEL OPERATIONS CENTER, SOUTHWEST

CIVILIAN PERSONNEL OPERATIONS CENTER, WEST

CIVILIAN PERSONNEL OPERATIONS CENTER, KOREA

CIVILIAN PERSONNEL OPERATIONS CENTER, PACIFIC

CIVILIAN PERSONNEL OPERATIONS CENTER, EUROPE

## ROLES AND RESPONSIBILITIES

### REGIONALIZATION PROJECT MANAGEMENT OFFICE (RPMO)

The RPMO is a staff element under the Deputy Assistant Secretary (Civilian Personnel Policy) (DASA(CPP)). In this capacity, RPMO speaks for the DASA(CPP), as appropriate, and has tasking authority.

The RPMO is responsible for project management for Army civilian personnel regionalization and systems modernization including:

- Coordinate efforts of lead MACOM on completion of the West CPOC stand up and regionalization of Saudi Arabia (with CPOCMA/Project Management Office, Sustaining Base (PMSBA) coordination).

- Oversee efforts of PMSBA with CPOCMA coordination.

- Coordinate modern system deployment planning with Office of the Secretary Defense (OSD), Program Support Division (PSD), Policy and Program Development Division (PPDD), PMSBA, CPOCMA, Non-Appropriated Funds (NAF) Policy Office and Equal Employment Opportunity Agency (EEOA) coordination.

- Coordinate modern system marketing (with PSD/CPOCMA coordination/assistance).

- Liaison/interface with OSD (e.g., represent the Army position in DoD-wide working groups, Project Manager meetings, Acquisition and Cost Integrated Product Team meetings, strength/ratio reconciliation, etc.).

- Prepare regionalization/systems modernization reports with PSD/CPOCMA assistance.

- Coordinate periodic regionalization/systems modernization Economic Analysis and Acquisition Program Baseline (APB) updates (with PSD, PMSBA, PSD, PPDD and CPOCMA input/coordination).

- Prepare and/or coordinate special studies, reviews and reports as directed by OSD, General Accounting Office (GAO), Inspector General (IG) or other tasking offices.

- Coordinate planning for the U. S. Army Manpower Analysis Agency/Civilian Personnel Evaluation Agency workload review of regionalization/modernization.

Support the Director for Civilian Personnel Management and Operations (DCPMO)/DASA(CPP) on Army-wide regionalization/systems modernization issues, e.g.,

- Serve as point of contact/liaison for outside continental United States commands, ensuring coordination on Army-wide standardization issues; identify and recommend opportunities for additional standardization, e.g., DEROS, Living Quarters Allowances, Local National servicing/processing;

- Assist in integrating and coordinating MACOM/Independent Reporting Activity-unique civilian personnel servicing requirements and arrangements;

- Identify/recommend opportunities/initiatives for maximum communication and information sharing among Army regionalization/systems modernization stakeholders;

- Coordinate programmatic and resource management support for planning, development, testing and implementation of Army-unique initiatives, e.g., Interactive Voice Response System with PPDD, CPOCMA, PMSBA;

- Develop/present briefings, Congressional Study Book, Civilian Personnel Bulletin, Significant Activities, information papers, website updates, etc., on the Army-wide regionalization and/or systems modernization program;

- Assist/coordinate with CPOCMA on CPOCMA-developed communications to ensure consistency and Army leadership "message";

- Liaison with HQDA staff (e.g., other CPP divisions, Office of The Judge Advocate General, Office of the General Counsel, etc.) for regionalization/systems modernization issues and related initiatives;

- As requested/appropriate, provide liaison/support for CPOCMA on issues requiring HQDA staff coordination, e.g., time-sensitive actions such as information paper, correspondence, etc;

- With PSD, coordinate annual resource requirements for activities/initiatives requiring regionalization funding; recommend allocation of available funding;

- Coordinate with PSD on resource management issues, e.g., Program Objective Memorandum (POM) build, impact statements, execution year requirements, defending requirements, etc;

- Assign actions and coordinate responses across the HQDA staff and CPOCMA on regionalization/systems modernization issues;

- Program focal point for coordination of regionalization and systems modernization issues that affect the Army's EEO and NAF communities.